

ALCOHOL & NOISE CONTROL MANAGER

PURPOSE AND NATURE OF WORK

This is responsible administrative and supervisory work involved in the management of an alcohol licensing/permitting and noise control program. The position is responsible for assuring compliance to the alcohol and noise control ordinances and development of Anti-Drunk Driving strategies through enforcement and public awareness campaigns. The incumbent is also actively involved in the development of funding sources. General supervision is exercised over a small staff of professional and clerical employees. Work is performed with considerable independence under the administrative direction of the Criminal Justice Support Services Administrator.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Administer, manage, and implement an alcohol licensing/permitting program for businesses and their employees, and administer and manage the noise control ordinance. Interpretation of ordinances relating to alcohol and/or noise, promulgating and publishing rules and procedures, facilitating and adjudicating administrative hearings on alcohol and noise violations, including imposing administrative penalties and/or coordinating compromises with the violator and/or their attorney.

Investigates and peruses possible alcohol and/or noise code violations. Researches appropriate police records, interviews witnesses, measures sound levels and reviews, grants, and revokes sound variances and enforcement grace periods.

Supervises all public relations activities, and makes formal and informal presentations regarding the Alcohol Education program. Compiles program related data, performs routine analyses when necessary and prepares required reports. Develops new funding sources. Coordinates program expenditures within budgetary constraints. Recommends the specific development, develops training of City-Parish selective enforcement teams. Generates new strategies for accomplishing program objectives.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of alcohol and noise effects.

Considerable knowledge of modern management principles and techniques.

Knowledge of state and local law enforcement and judicial systems as they relate to the enforcement of relevant laws and ordinances.

Ability to plan, organize, and supervise the work of professional and clerical personnel.

Ability to express ideas clearly and concisely, both orally and in writing, to individuals and to groups.

Ability to establish and maintain effective working relationships with superiors, employees, news media, court officials, the public, and others.

DESIRABLE TRAINING AND EXPERIENCE

Bachelor's degree in management, business administration, public administration, criminal justice or related field and considerable supervisory experience in program development and implementation which included public speaking; or any equivalent combination of training and experience.